RDS Substitutes

RDS Substitutes

- Beginning July 1st, 2013
  - Charges for RDS Reports
  - Users will be charged for each page printed or downloaded.

FAQ **Questions** & Answers #1

- I understand that beginning in FY2014 SABHRS Financials monthly reports will no longer be distributed to RDS/DocDirect. **How will I get the same reports I get now?**

FAQ Questions & **Answers #1**

- Answer- To get your reports, you will need to log into SABHRS Financials and run the reports yourself **OR** have someone from your agency run them and have them distributed to you.

FAQ **Questions** & Answers #2

- I do not have access to run reports in SABHRS Financials. **How do I get access to run reports in SABHRS?**

FAQ Questions & **Answers #2**

- Answer- To get your reports, you will need to log into SABHRS Financials and run the reports yourself **OR** have someone from your agency run them and have them distributed to you.

FAQ **Questions** & Answers #3

- I am **not a SABHRS Financials user**. How can I **get reports distributed to me**?

FAQ Questions & **Answers** #3

- Answer- If you are not a SABHRS Financials user, reports cannot be automatically distributed to you by the SABHRS Financials system. In order to receive reports, you will need to get set up as a user in SABHRS Financials by requesting access through your agency security officer. The only other alternative is to have someone from your agency run the report for you and manually distribute it to you (e.g., Email).

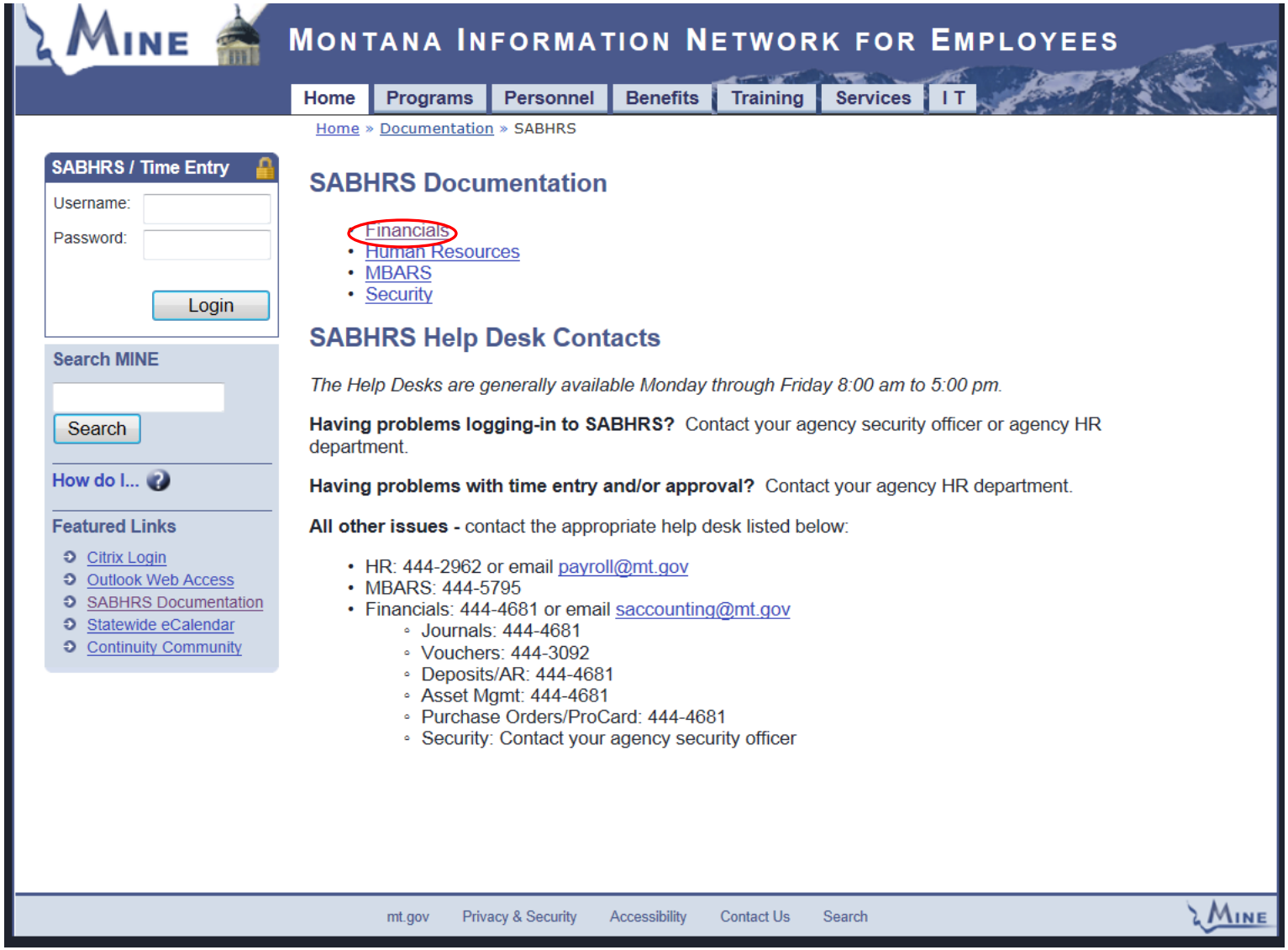
FAQ **Question**s & Answers #4

- I do not know how to run reports in SABHRS Financials. **How can I learn how to run a report in SABHRS?**

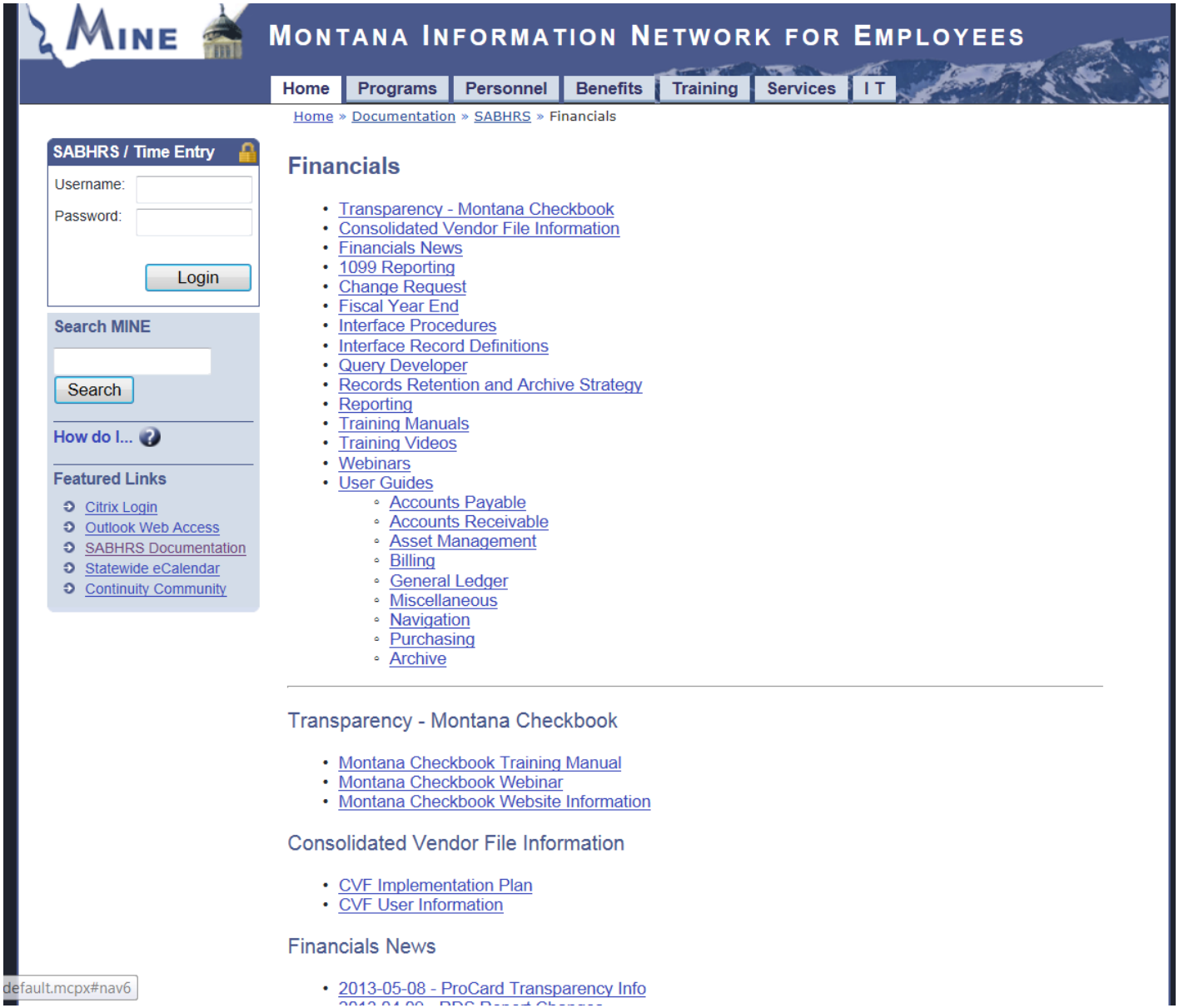
FAQ Questions & **Answers** #4

- There are a number of training resources available and these resources can be found by navigating to MINE > SABHRS Documentation > Financials and then navigating to the Reporting or Training Videos section.
- Under “Reporting”:
- Under “Training Videos”:

2013 SAD Training


MINE
MONTANA INFORMATION NETWORK FOR EMPLOYEES
Home
Programs
Personnel
Benefits
Training
Services
I T
Home » Documentation » SABHRS
SABHRS / Time Entry
Username:
Password:
Login
Search MINE
Search
How do I...
Featured Links
Citrix Login
Outlook Web Access
SABHRS Documentation
Statewide eCalendar
Continuity Community
SABHRS Documentation
Financials
Human Resources
MBARS
Security
SABHRS Help Desk Contacts
The Help Desks are generally available Monday through Friday 8:00 am to 5:00 pm.
Having problems logging-in to SABHRS? Contact your agency security officer or agency HR department.
Having problems with time entry and/or approval? Contact your agency HR department.
All other issues - contact the appropriate help desk listed below:
HR: 444-2962 or email payroll@mt.gov
MBARS: 444-5795
Financials: 444-4681 or email saccounting@mt.gov
Journals: 444-4681
Vouchers: 444-3092
Deposits/AR: 444-4681
Asset Mgmt: 444-4681
Purchase Orders/ProCard: 444-4681
Security: Contact your agency security officer
mt.gov
Privacy & Security
Accessibility
Contact Us
Search
MINE

2013 SAD Training



2013 SAD Training

Reporting

- DocuAnalyzer Models
  - FIN GLS3000 open item-ver 89 detail.mod
  - FIN GLS3000 open item-ver 89 totals.mod
  - FIN MTAPVP Vendor Lookup
  - FIN_ GLS3000 open item-ver 8 rev detail da6
  - FIN_ GLS3000 open item-ver 8 rev total da6
  - FIN_ GLS3000 open item-ver 8 rev total da6 a
  - FIN_ GLS7008 trial bal-fund from PS for FYE da6
  - FIN_ GLS7008 trial bal-fund from PeopleSoft da6
  - FIN_ GLS7012 trial bal ver 8 from DocDirect da60
  - FIN_ GLS7012 trial bal ver 8 from RDS for FYE da60
  - FIN_ MTFI1402 Daily GL Balances da6
  - FIN_ MTGL0106 Org Detail Part A da6
  - FIN_ MTGL0106 Org Detail Part B da6
  - FIN_ MTGL0106 Org Detail Part C da6
  - FIN_ MTGL0106 Org Detail part E Standard Budgets da6
  - FIN_ MTGL0109 Receipt Summary da6
  - FIN_ MTGL111 Org Detail Part D Standard Budgets da6
- FIN Report Output Options
- Financial Reports Listing
- Manager Reports Guide
- Reporting Manual
- Reports Affected by RDS Change NEW
- Run a Query User Guide
- Run a Report User Guide
- SABHRS Data Mine Overview
- SABHRS Data Mine Report Listing
- SABHRS Data Mine User Guide
- SABHRS Data Mine Download to Excel Help
- SABHRS Financials RDS/DocDirect Monthly Report Changes FAQ Doc NEW
- Using DocDirect for the Internet
- Using nVision in Financials
- Using Excel 2007 with SABHRS Financials

2013 SAD Training

Training Videos

Users new to the Financials system should view the Introduction/Navigation video prior to viewing other training videos.

When viewing the training videos, press Ctrl+0 (zero) to ensure the video fits within your browser window.

Some of the larger videos may take a minute to load.

Additional information not included in these videos can be found in Training Manuals and User Guides included on this website.

- Introduction/Navigation
- 8.51 Tools Upgrade
- Accounts Payable
  - Approve a Voucher
  - Close a Voucher
  - Delete a Voucher
  - Enter a Multi Vendor Voucher
  - Enter a Regular Voucher
  - Enter a Template Voucher
  - Enter a Withholding Adjustment
  - Payment Inquiry
- Accounts Receivable
  - Enter a Customer
  - Enter a Direct Journal Deposit
  - Enter a Regular Deposit
  - Enter Pending Items
  - Maintenance Worksheet
  - Review Payments
- Asset Management
  - Adjust Asset Cost
  - Copy an Asset
  - Enter a Leased Asset
  - Enter a Split Funded Asset
  - Enter an Owned Asset
  - Maintain Asset Basic Information
  - Retire or Reinstate Asset
  - Transfer an Asset
- General Ledger
  - Chartfield Maintenance
  - Copy a Journal
  - Enter a Budget Journal
  - Enter a Regular Journal
  - Enter a Standard Budget Journal
  - Enter an IU Journal
  - Inquire on Journals
  - Inquire on Ledgers
  - Open Item Maintenance
  - Spreadsheet Journal Import

2013 SAD Training

- Payment Inquiry
- Accounts Receivable
  - Enter a Customer
  - Enter a Direct Journal Deposit
  - Enter a Regular Deposit
  - Enter Pending Items
  - Maintenance Worksheet
  - Review Payments
- Asset Management
  - Adjust Asset Cost
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  - Enter an Owned Asset
  - Maintain Asset Basic Information
  - Retire or Reinstate Asset
  - Transfer an Asset
- General Ledger
  - Chartfield Maintenance
  - Copy a Journal
  - Enter a Budget Journal
  - Enter a Regular Journal
  - Enter a Standard Budget Journal
  - Enter an IU Journal
  - Inquire on Journals
  - Inquire on Ledgers
  - Open Item Maintenance
  - Spreadsheet Journal Import
  - View Controlled Budgets
- Reporting
  - Data Mine and Manager Reporting Tool
  - Run a Query
  - Run a Report

Webinars

- Contracts
- AR Direct Journal Deposit
- Interface Reporting NEW
- Montana Checkbook
- SABHRS Financials RDS/DocDirect Monthly Report Changes NEW
- Spreadsheet Journal Import

FAQ **Questions** & Answers #5

- **How do I run the Organization (Org) Detail Report** (MTGL0106/106b) in SABHRS to replicate the report I view in RDS/DocDirect?

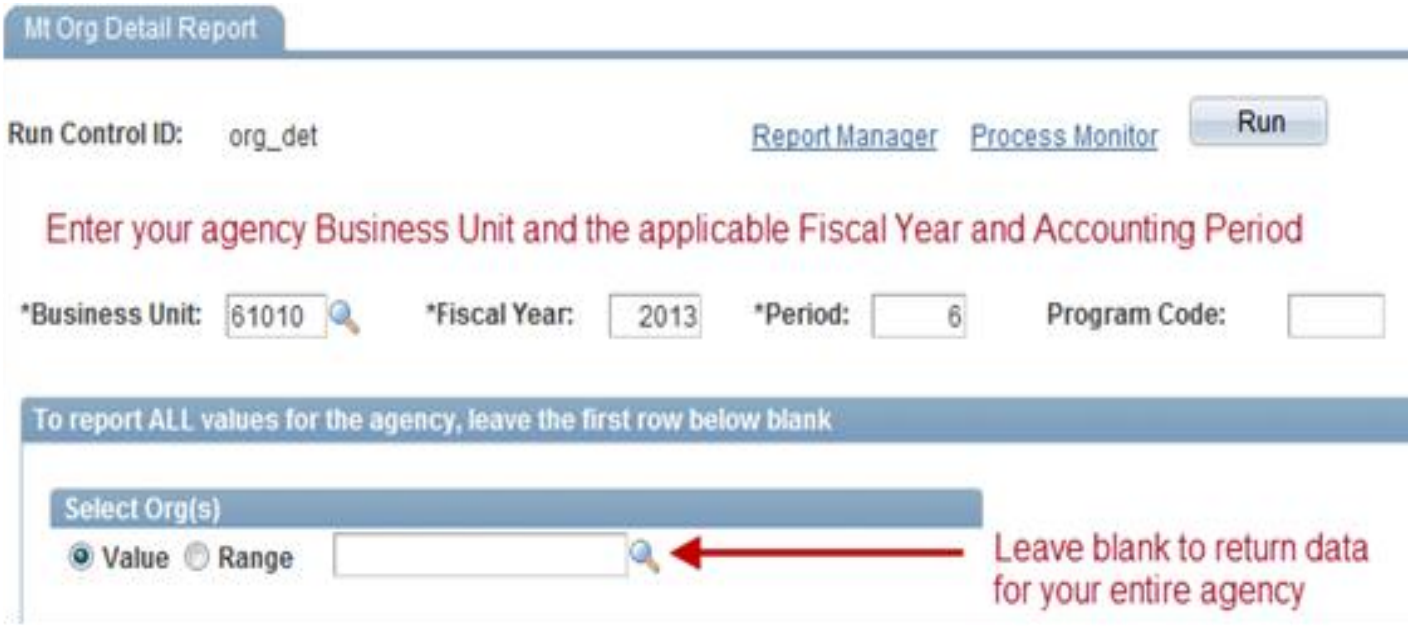
FAQ Questions & **Answers** #5

- In SABHRS navigate to General Ledger > General Reports > MT Org/Project Reports > MT Org Detail Report and make your run control look like the following

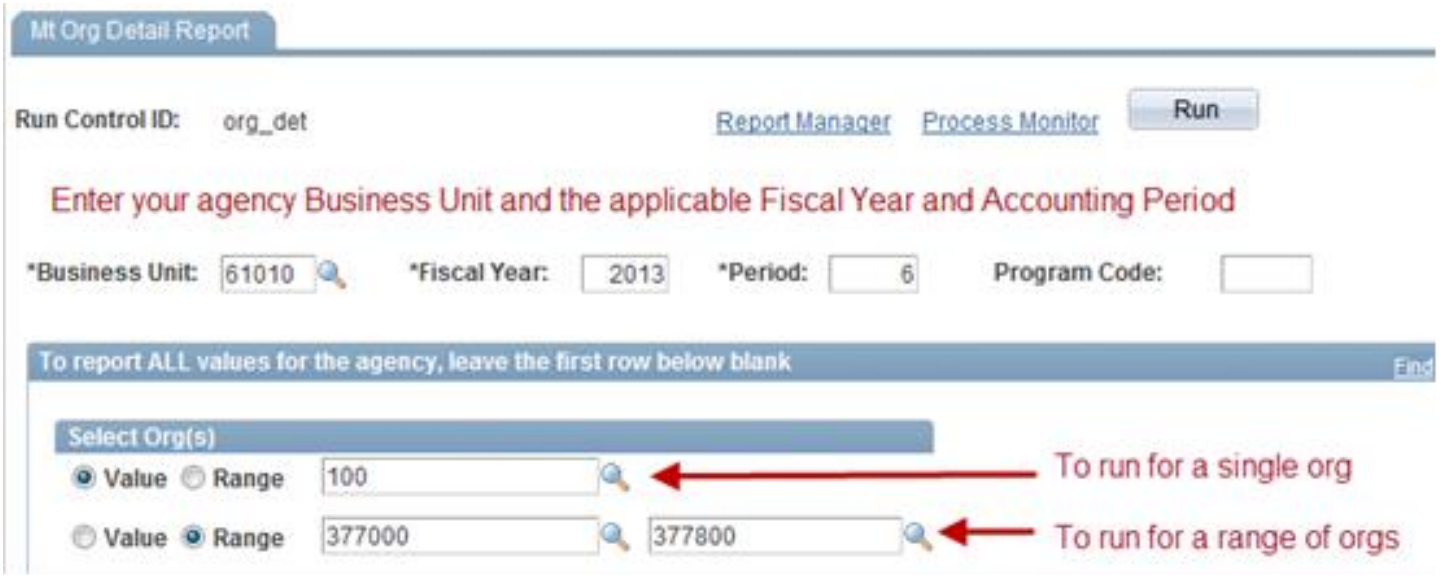
Run Control?

- A run control can be anything but you want it to resemble the reports you are running. A run control will save the parameters of the report.

Option 1: To display data for your entire agency:



Option 2: To display data for a single org or a range of orgs:



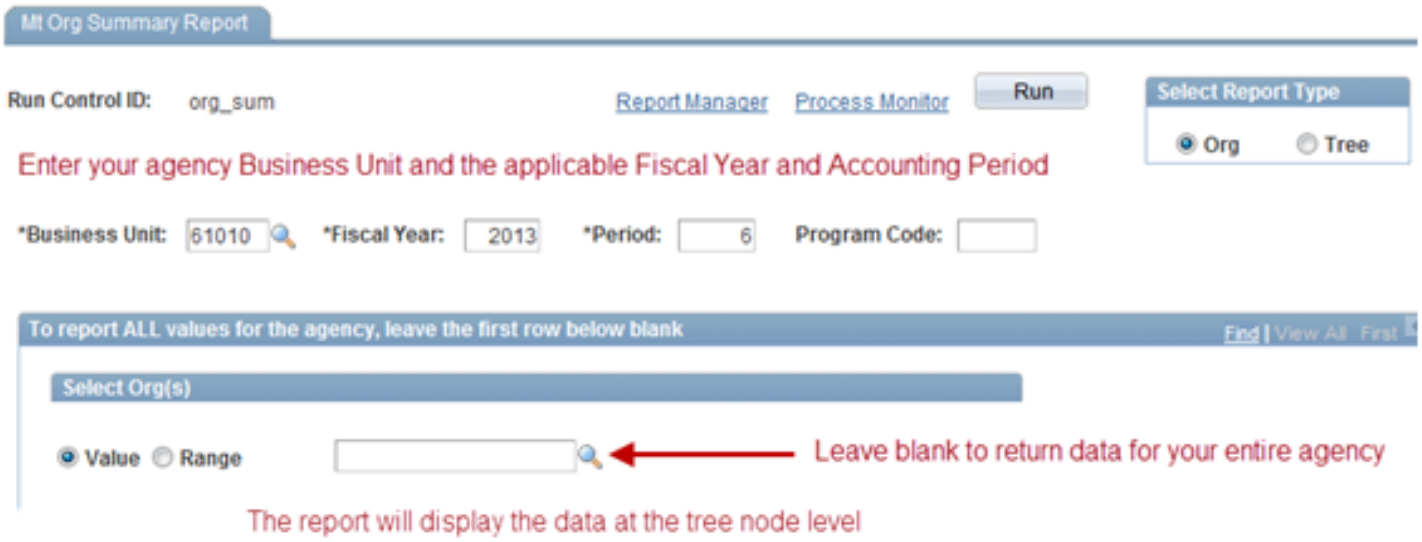
FAQ **Questions** & Answers #6

- How do I run the **Organization (Org) Summary Report** (MTGL01111) in SABHRS to replicate the report I view in RDS/DocDirect?

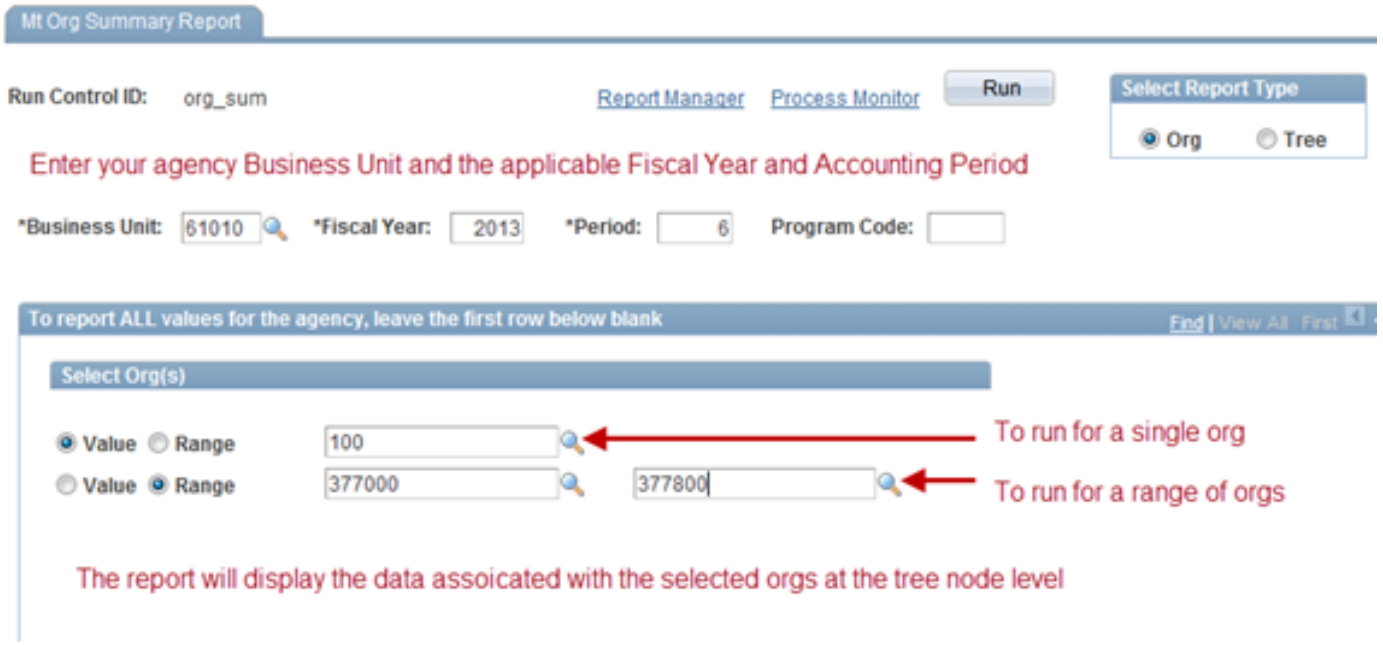
FAQ Questions & **Answers** #6

- In SABHRS navigate to General Ledger > General Reports > MT Org/Project Reports > MT Org Summary Report and make your run control look like the following:

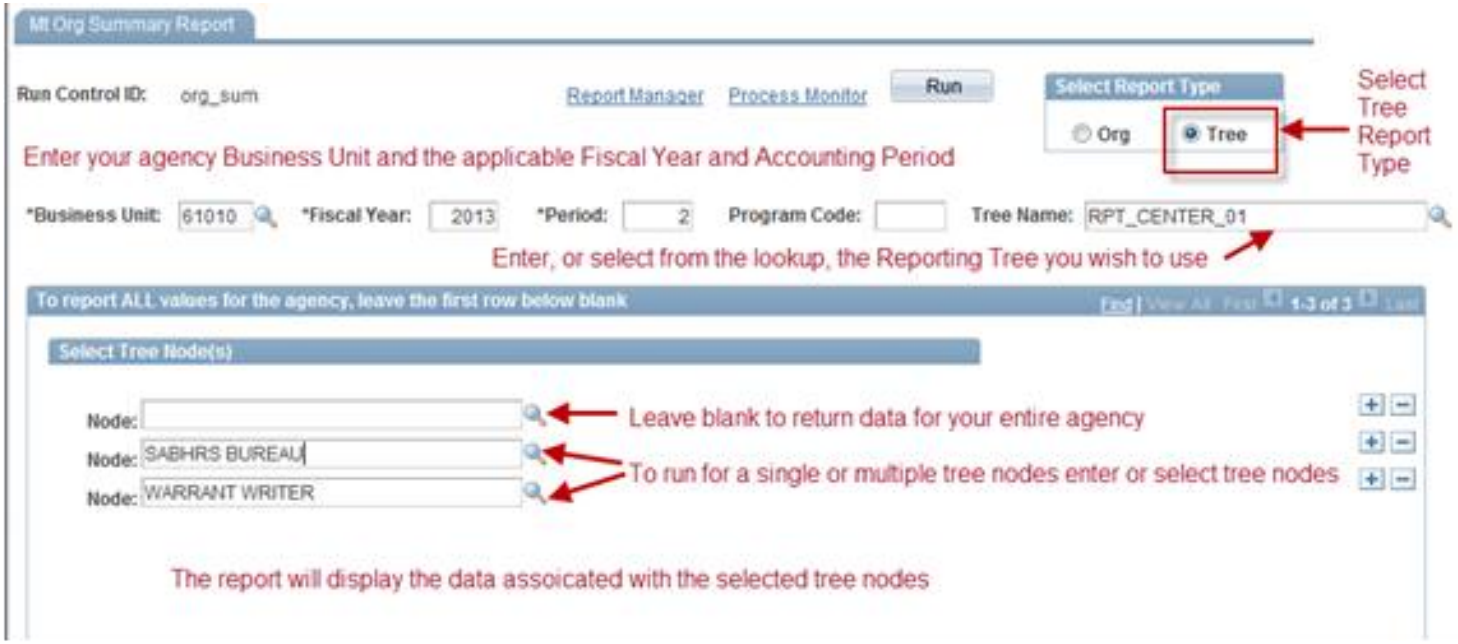
Option 1: To display data for your entire agency (data will be displayed at the tree node level):



Option 2: To display data for a single org or a range of orgs at the tree node level:



Option 3: To run the report based on Tree Names and Tree Nodes:



FAQ **Questions** & Answers #7

- How do I run the **Project Detail Report** (MTGL0106/106b) in SABHRS to replicate the report I view in RDS/DocDirect?

FAQ Questions & **Answers** #7

- To run the Project Detail Report in SABHRS follow the instructions listed under number 5 above but substitute Project IDs for Orgs.

FAQ **Questions** & Answers #8

How do I run the **Project Summary Report** in SABHRS to replicate the report I view in RDS/DocDirect?

FAQ Questions & **Answers** #8

- To run the Project Summary Report in SABHRS follow the instructions listed under number 6 above but substitute Project IDs and project reporting trees for orgs and org reporting trees.

FAQ **Questions** & Answers #9

- How are the Org and Project **Summary Reports <u>different</u>** from the Org and Project **Detail Reports**?

FAQ Questions & **Answers** #9

- The summary reports use reporting trees to report grouped data. A tree is a way to organize or group your orgs and projects for reporting purposes. These trees are usually maintained by the centralized services staff in your agency.

FAQ **Questions** & Answers #10

- I am used to navigating to General Ledger > General Reports > Adhoc Org/Proj to run the AdHoc Org/Project Detail and Summary reports. Why is this changing?

FAQ Questions & **Answers** #10

- The old path is going away and is being replaced with a new path General Ledger > General Reports > MT Org/Project Reports because numerous enhancements were made to running these reports.

FAQ Questions & **Answers** #10

- Some of the enhancements include:
  - To return data for your entire agency, leave the first input parameter box blank.
  - Provided look-ups for org and project values.
  - Enlarged the org and project input parameter boxes so that they are large enough to display the entire org or project value.
  - Added the ability to enter an unlimited number of org/project values or ranges (the previous limit was 6).
  - Added the ability to run the summary reports for selected trees and tree nodes.
  - **There also won't be mid-month reports this year in July.**

FAQ **Questions** & Answers #11

- Will I still be able to use **My Favorites** to run the Org/Proj Reports?

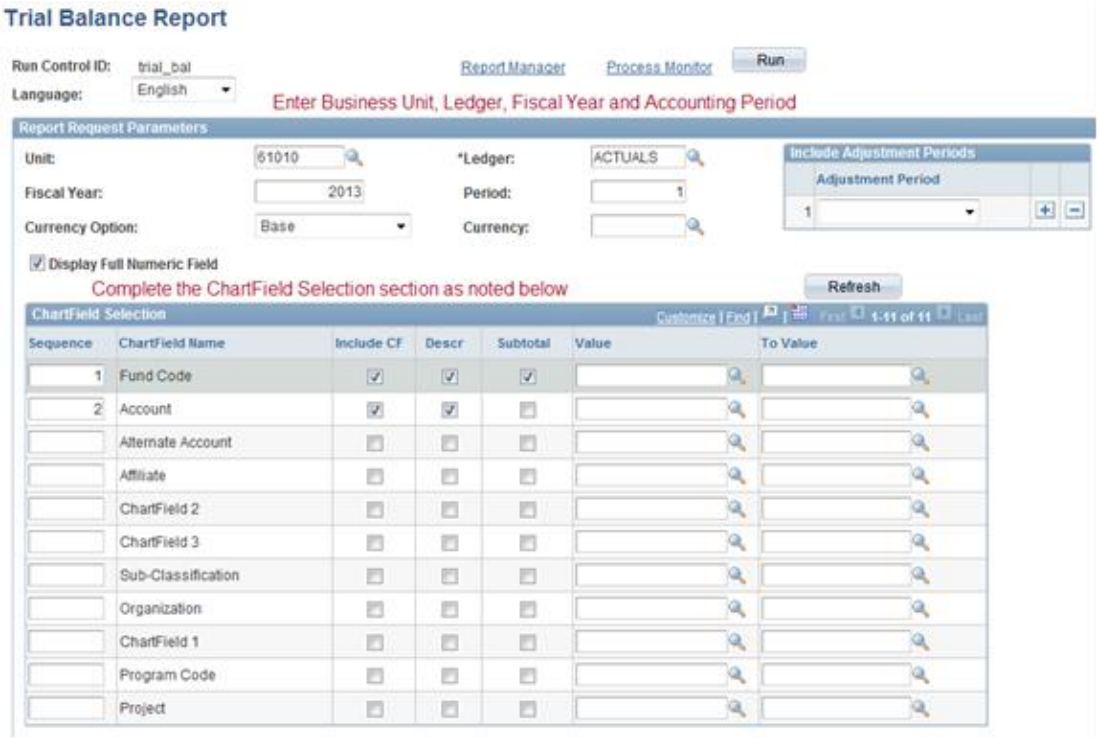
FAQ Questions & **Answers** #11

- Existing favorites will not work to run the enhanced Org/Project Detail and Summary reports. You will need to create a new favorite (s) using the new path.

FAQ Questions & Answers #12

- How do I run the **Trial Balance Report** (gls7012) in SABHRS to replicate the report I view in RDS/DocDirect?

In SABHRS navigate to General Ledger > General Reports > Trial Balance and make your run control look like the following:



Trial Balance Report

Run Control ID: trial_bal Report Manager Process Monitor Run

Language: English

Enter Business Unit, Ledger, Fiscal Year and Accounting Period

Report Request Parameters

Unit: 61010 *Ledger: ACTUALS

Fiscal Year: 2013 Period: 1

Currency Option: Base Currency:

Include Adjustment Periods

Adjustment Period

1

Display Full Numeric Field

Complete the ChartField Selection section as noted below Refresh

ChartField Selection Customize | Find | First 1-11 of 11 Last

Sequence	ChartField Name	Include CF	Descr	Subtotal	Value	To Value
1	Fund Code	☑	☑	☑		
2	Account	☑	☑	☐		
	Alternate Account	☐	☐	☐		
	Affiliate	☐	☐	☐		
	ChartField 2	☐	☐	☐		
	ChartField 3	☐	☐	☐		
	Sub-Classification	☐	☐	☐		
	Organization	☐	☐	☐		
	ChartField 1	☐	☐	☐		
	Program Code	☐	☐	☐		
	Project	☐	☐	☐		

FAQ Questions & **Answers** #12

- You may also run the following queries
  - MTGL_TRIALBALANCE_FUND_ACCRUAL
  - MTGL_TB_FUND_CHOOSE_LEDGER
  - MTGL_TB_FUND_CHOOSE_LEDGER_ACC
  - MTGL_TB_FUND_ACT_ENTWDE_COMBO
  - MTARC_TB_CHOOSE_LED_ACC

FAQ Questions & Answers #13

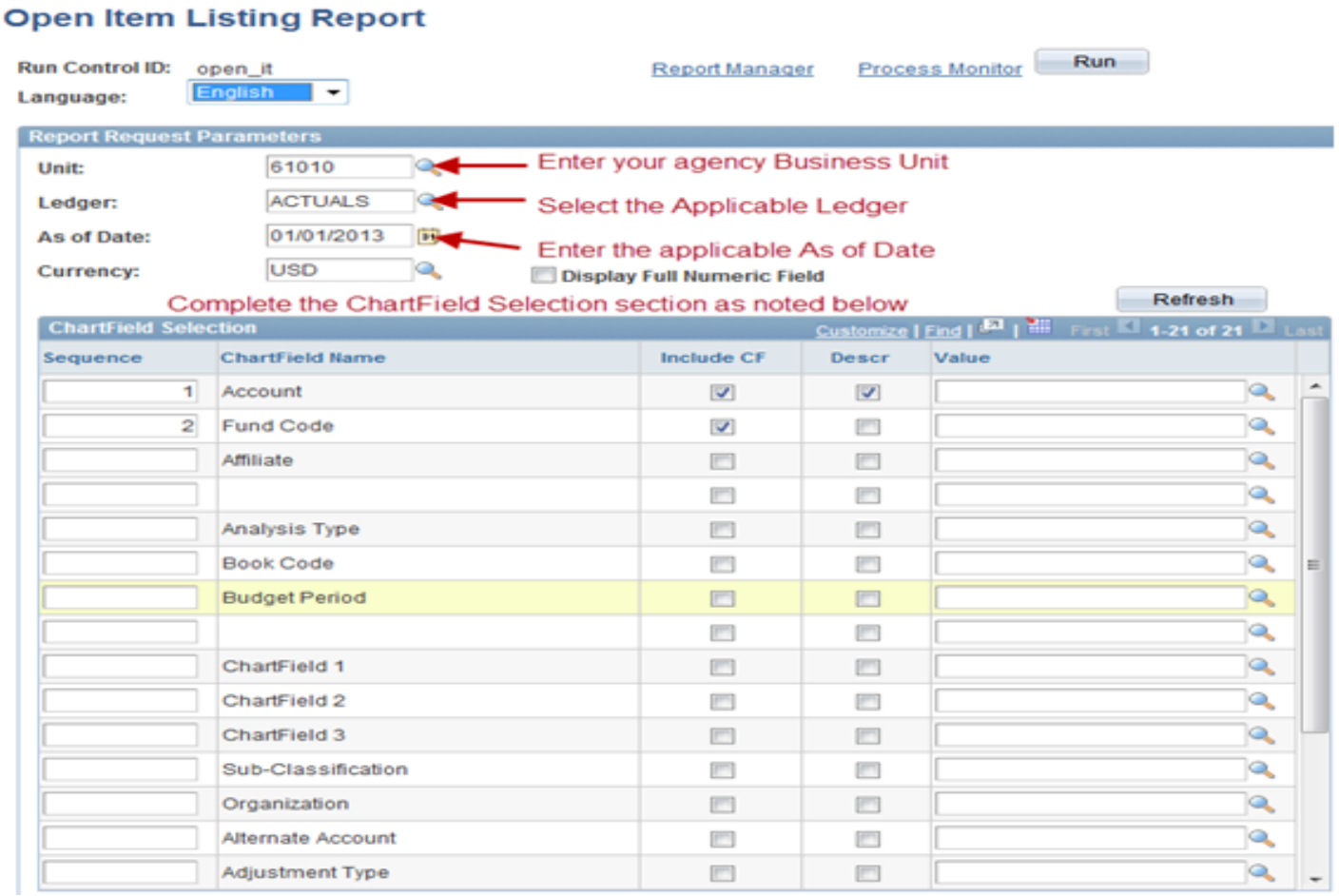
- How do I run the **Receipt Summary by Fund Report** in SABHRS to replicate the report I view in RDS/DocDirect?

In SABHRS navigate to General Ledger > General Reports > Receipt Summary by Fund and make your run control look like the following:

FAQ **Questions** & Answers #14

- How do I run the **Open Item Listing Report** in SABHRS to replicate the report I view in RDS/DocDirect?

In SABHRS navigate to General Ledger > Open Items > Open Item Listing Report and make your run control look like the following:

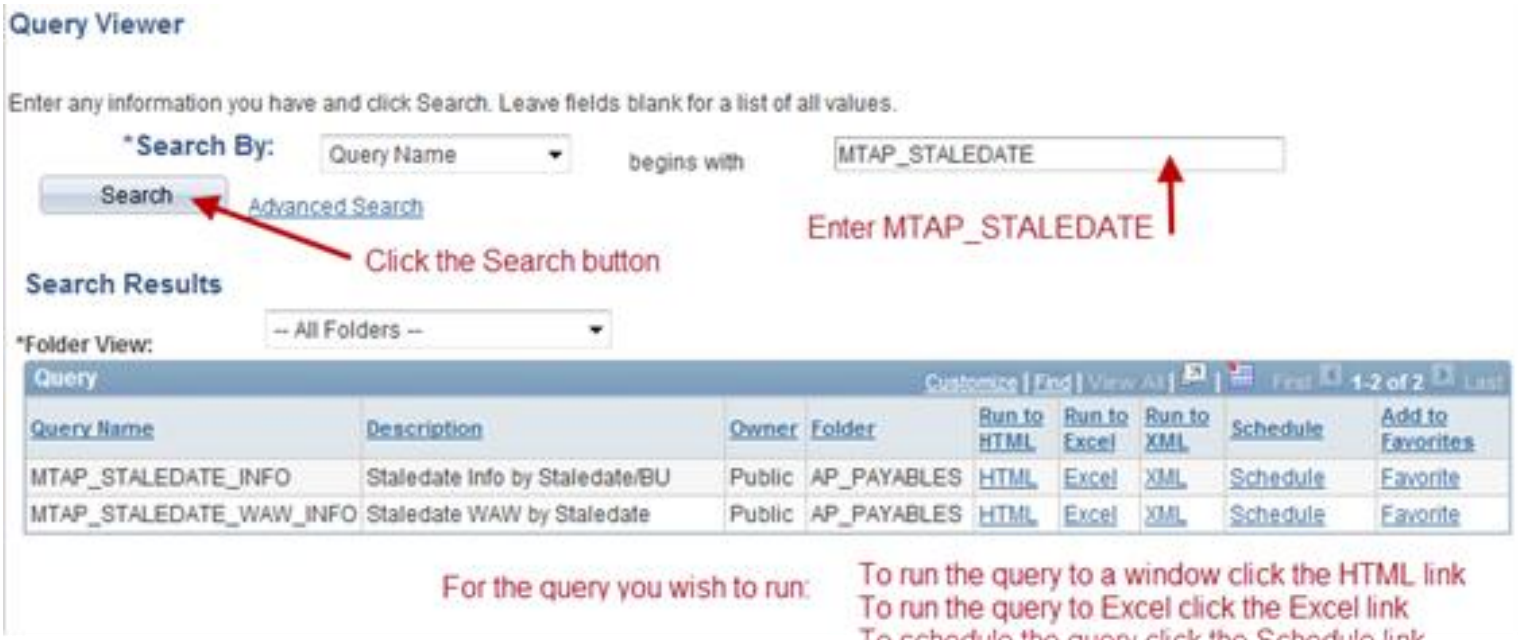


FAQ **Questions** & Answers #15

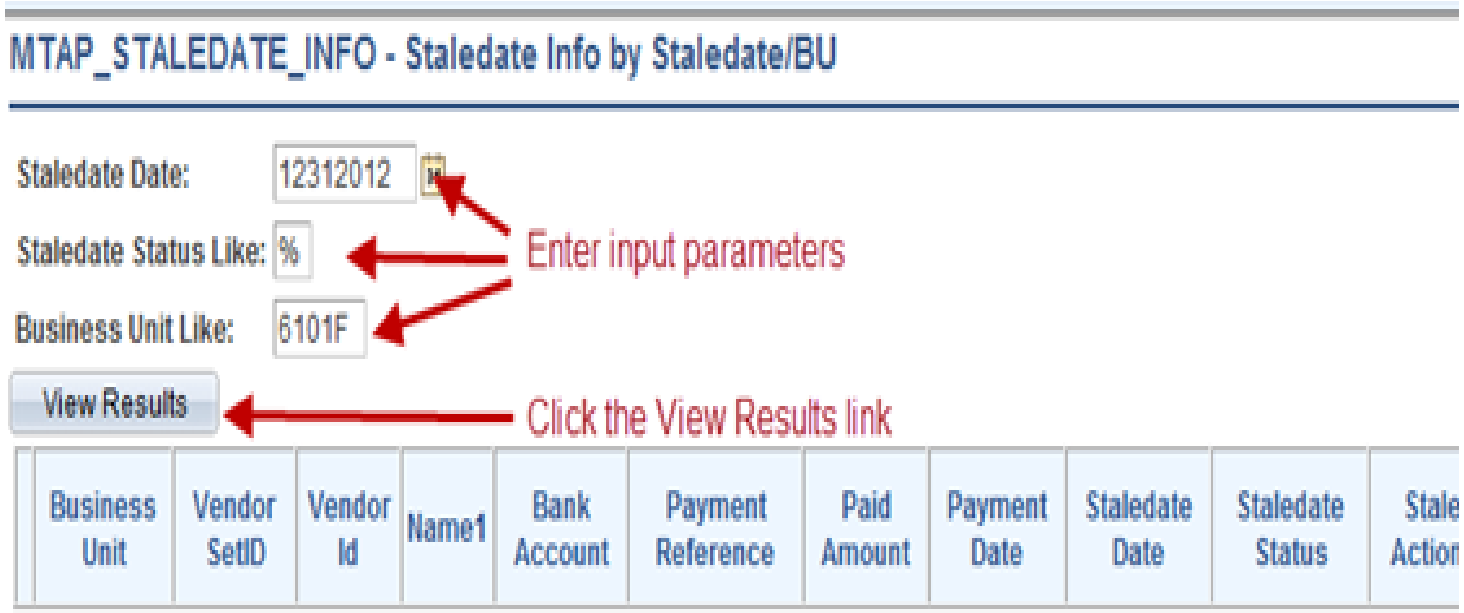
- How do I run the **StaleDate Reports** in SABHRS to replicate the reports I view in DocDirect?

In SABHRS navigate to Reporting Tools > Query > Query Viewer. When running the new report you have the option of returning data for all of the StaleDate statuses.

Step 1:



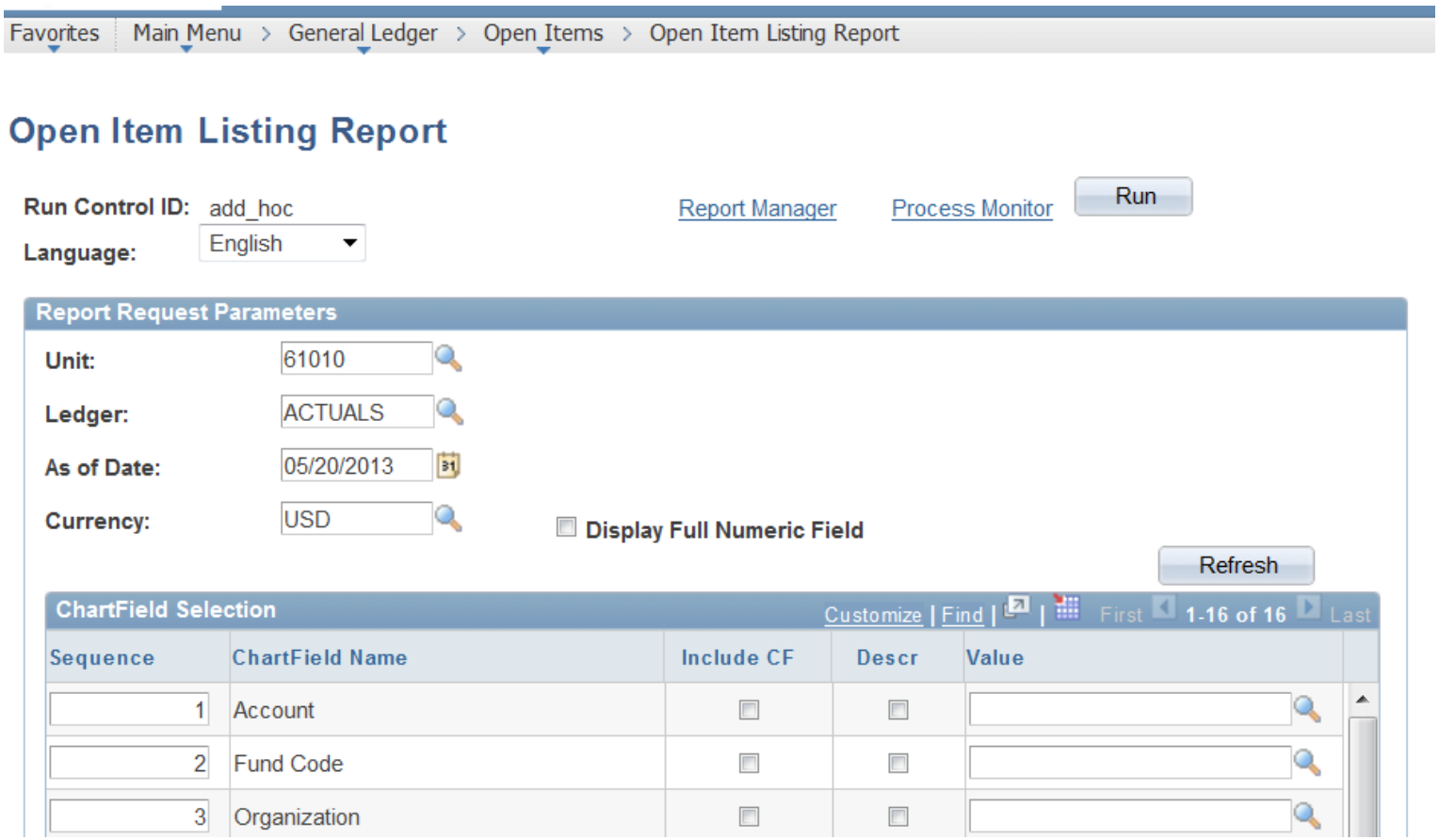
Step 2:


MTAP_STALEDATE_INFO - Staledate Info by Staledate/BU
Staledate Date:
12312012
Staledate Status Like:
%
Business Unit Like:
6101F
Enter input parameters
View Results
Click the View Results link
Business Unit
Vendor SetID
Vendor Id
Name1
Bank Account
Payment Reference
Paid Amount
Payment Date
Staledate Date
Staledate Status
Stale Action

FAQ **Questions** & Answers #16

- How do I run the **Open Items Listing (gls3000)** in SABHRS to replicate the reports I view in DocDirect?

Navigate to General Ledger>Open Items>Open Item Listing Report



FAQ Questions & **Answers** #16

- You may also run one of the following Queries:
  - MTGL_OPEN_ITEM
  - MTGL_OPEN_ITEM_CHARTFIELDS
  - MTGL_OPEN_ITEM_SINGLE

FAQ **Questions** & Answers #17

- Is there a single document that lists all of the SABHRS Financials monthly reports that will not be distributed to RDS/DocDirect and the alternative methods for receiving data from these reports?

SABHRS Alternatives

Report ID	Report Name	Run Report in SABHRS	Query	Online Inquiry
MTGL0109	Receipt Summary by Fund	General Ledger>General Reports>Receipt Summary by Fund DATA MINE (General Ledger>SABHRS DATA Mine>SABHRS DATA Mine)		General Ledger>Review Financial Information>Ledger (By Business Unit only)
MTGL0106	Org and Project Detail Reports	General Ledger>General Reports>MT Org/Project Reports> MT Org Detail Report or MT Project Detail Report		
MTG0111	Org and Project Summary Reports	General Ledger>General Reports>MT Org/Project Reports> MT Org Summary Report or MT Project Summary Report		
GLS3000	Open Item Listing	General Ledger>Open Items>Open Item Listing Report	MTGL_OPEN_ITEM MTGL_OPEN_ITEM_CHARTFIELDS MTGL_OPEN_ITEM_SINGLE	General Ledger>Open Items>Review Status Online
GLS7012	Trial Balance Reports	General Ledger>General Reports>Trial Balance General Ledger>General Reports>Trial Balance – Fund DATA MINE (General Ledger>SABHRS DATA Mine>SABHRS DATA Mine)	MTGL_TRIALBALANCE_FUND_ACCRUAL (for ACTUALS and A_ACCRUAL ledgers only) MTGL_TB_FUND_CHOOSE_LEDGER MTGL_TB_FUND_CHOOSE_LEDGER_ACC MTGL_TB_ACT_ENTWDE_COMBO Archive - MTARC_TB_CHOOSE_LED_ACC	General Ledger>Review Financial Information>Ledger
MTAP0202	Stale Dale Reports		MTAP_STALEDATE_INFO MTAP_STALEDATE_WAW_INFO	

SABHRS Alternatives

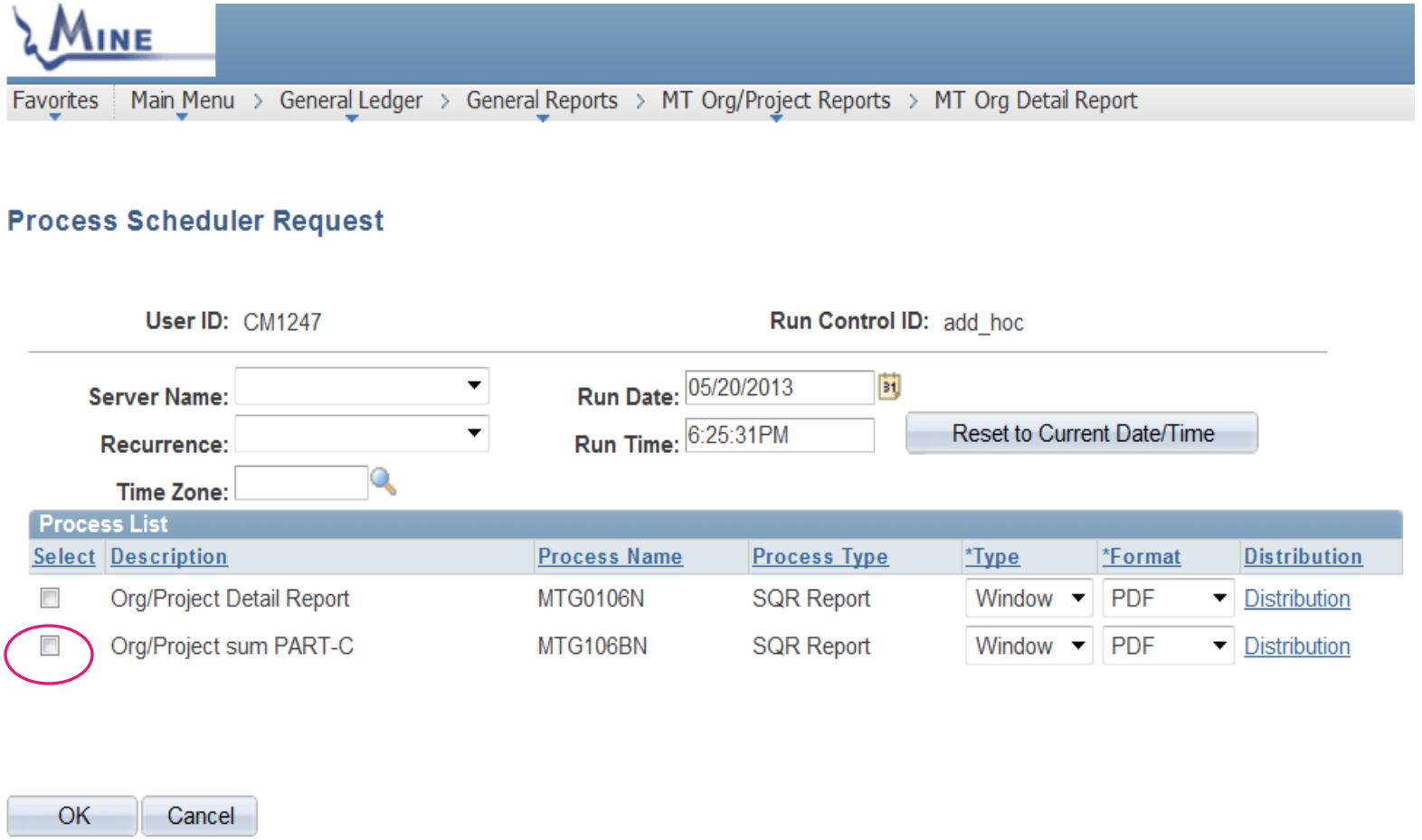
Query Name	Replaces Document Direct/RDS Report	Fields Specific to the Query
MTINT_1099_LOAD_INFO	MTFI1201	Vendor Name, Withholding Amount, Withholding Code
MTINT_AP_LOAD_INFO*	MTFI0201 thru MTFI0207	Invoice Number, Invoice Date, Vendor Id, Voucher Line Number, Distribution Line Number
MTINT_AR_LOAD_INFO	MTFI0905	Customer ID, Item ID
MTINT_BI_LOAD_INFO	MTFI0906	Customer ID, Invoice ID, Invoice Date, Identifier
MTINT_CS_LOAD_INFO	MTFI0907	Customer ID
MTINT_DP_LOAD_INFO	MTFI0903	ID Number, Deposit ID, Bank Account Number
MTINT_GL_LOAD_INFO	GLS9002	Journal Date, Journal Line Number, Journal Description
MTINT_OF_LOAD_INFO	MTAR0105	Debt Code
MTINT_WA_LOAD_INFO	MTFI0301	Payment Reference ID

FAQ **Questions** & Answers #18

- Can DataMine be used to replace RDS reports?

FAQ Questions & **Answers** #18

- Data Mine can be used to get RDS information similar to the mtgl0106/0111 Reports.
- Use "%" for as much information as possible.
- DataMine won't give you Journal numbers.


MINE
Favorites
Main Menu > General Ledger > General Reports > MT Org/Project Reports > MT Org Detail Report
Process Scheduler Request
User ID: CM1247
Run Control ID: add_hoc
Server Name:
Recurrence:
Time Zone:
Run Date: 05/20/2013
Run Time: 6:25:31PM
Reset to Current Date/Time
Process List
Select
Description
Process Name
Process Type
*Type
*Format
Distribution
Org/Project Detail Report
MTG0106N
SQR Report
Window
PDF
Distribution
Org/Project sum PART-C
MTG106BN
SQR Report
Window
PDF
Distribution
OK
Cancel

HR RDS Reports

- There are some RDS reports that include HR Data.
- SABHRS HR is working on alternatives for those reports.
- SABHRS Financial will not be creating those alternatives.
- **Contact Randy Morris – 444-3894**